



**School of Human Sciences
Program Coordinators Meeting
October 1, 2008, 9:00-10:30
Gunter 1290**

Present: Susan Collins, Diane Gaede, Deborah Givray, Ellen Gregg, Julie Hanks, Joe Ososkie, Phil Reichel, Jenny Weber

1. Welcome and Kudos

- TACE (Technical Assistance and Continuing Education Center) has been funded through the Rehabilitative Services Division, amidst competition from Utah State. Congratulations to Scott, Matt, Jude who put together a great proposal and developed a partnership with Denver Options. The structure of RRCEP has changed to include technical assistance and the TACE team is geared up for the new project.
- Deborah submitted the CEPH self-study report.

2. Approval of Minutes 9/03/08 & 9/17/08

- The minutes from 9/3/08 and 9/17/08 were approved.
- Janice will request a link to view minutes from the SHS website and email the Dean and SHS once minutes are posted.

3. Re-appointment Recommendations

- A draft of the revised 'Recommendation for Reappointment' form was distributed. The revised form includes information where common questions have come up in the past.
- Reappointment recommendations for faculty in their 2nd year of employment are due November 1.
- Individuals to be reviewed include Alena Clark, Deborah Givray, James Gould and Mark Guiberson.
- ASLS faculty will review Mark. CH and DIET faculty will review Alena and Deborah. GERO, HRS and REC faculty will review James.
- Janice will set up a folder with material to be reviewed (current CV, past annual evaluation, teaching evaluations from Spring and Summer 2008).
- Votes are due to Ellen by Wednesday, October 29.

4. Survey Monkey Course Evaluations for Online Classes

- Course evaluations for online courses are important; however, have not been processed consistently in the past.
- This summer Beckie Croissant put together an evaluation process for online courses using Survey Monkey. This process does not apply to online independent study courses. Instructors are welcome to encourage participation and may post on the course announcement page.
- The online course evaluation process will be discussed at the Leadership Team meeting this week. Ellen hopes the evaluation process will be infused in the online courses.

5. Workload Issues

a. Program Coordinators Reassigned Time

- Program Coordinator assignments differ and are challenging to track. They vary from what Robbyn Wacker originally put forward as part of Charting the Future.
- Ellen asked each program coordinator to include a description that captures the activities they are involved in with their annual evaluation materials. Each program will be different in terms of the roles and responsibilities that each PC has.
- Ellen distributed two handouts for reference/ideas – the memo from Robbyn about what program coordinators do and the document Ellen put together last year describing the roles and functions of program coordinators. Phil also has a document from HHS if anyone wants more ideas. Janice will send electronic copies of Ellen's doc to PCs.
- The PC role goes under service in the program review.
- There is not a clear definition of what each PCs reassigned time is. To find out what your reassigned time has been, see Ellen. Current levels of reassigned time have never been approved by the Dean. Ellen anticipates that the NHS Policies and Procedures Committee will move forward on defining workload and will probably recommend that Directors work closely with PCs to develop their workloads.

b. Internship

- Credit for internship supervision also varies and has been difficult to track. In some cases, there is no clear formula for how workload credit for internships has been given.
- Each program should develop a rationale for how internship credit is calculated, i.e. Phil developed a plan for Bill Perrill this summer. Some programs, i.e. ASLS, use a historical method to determine the number of credit hours associated with their internship. This formula is by tradition and may not reflect the reality of the time invested.
- A school level policy will be developed to determine how much time/student does each internship coordinator spend over a semester. Faculty will receive compensation in the semester the student is registered. Ellen is happy to work with each PC to figure this out.
- There was a question about how honors students and McNair students fit into workload. Ellen thinks a policy will come from the College related to this.

6. Upcoming Events

- a. Enrollment Summit – October 15 – Jamie and Ellen will attend and have received good questions to ask.
- b. Major Fair – October 15 – 12:30-2:30 PM – UC Ballroom – tablecloths can be purchased from Crestline (<http://www.crestline.com/>) with foundation accounts.
- c. UNC Aims Transfer Fair - 10/9/08 - noon-4:00 PM – Ellen plans to attend. If your program has a two year transfer plan, please forward it to Ellen. Ellen will share the ASLS 2-year plan as an example.
- d. Pre-Nursing Meeting - 10/21/08 – 5:00-6:00 PM – Gunter 2540 – Ellen distributed a flyer. Please let Ellen know if your program is participating.
- e. All-School Meeting – 11/05/08 – 4:00-5:00 PM – Gunter 2530

7. Program/School Mission statements

- Diane Gaede drafted a possible mission statement for the School (handout).
- Ellen retrieved some definitions of what should be in mission and vision statements. Ellen pulled those that are on Trac Dat. A mission statement has to align with all levels – program, school, college, university. Some programs have vision statements, some don't. Vision statements should be realistic and discuss ideas that program would like to move toward. Programs should review their own mission and vision statements.

8. Liz Gilbert – Field School

- Ellen introduced Liz Gilbert, Associate Professor in Community Health. Previously with the University of New Mexico in Gallup, Liz joined UNC in August and comes from a strong background in working with health disparities in communities that lack services that most of us take for granted. She is interested in dealing with issues that prepare our students to work with diverse populations.
- In collaboration with Vanderbilt University and the University of New Mexico-Gallup, Liz is working to establish a 3 credit, four week field school in Gallup, NM during the summer where students across various disciplines would be placed into an agency that does the kind of work they are interested in. In the evenings there will be reflective time and group processing time with Liz and faculty members from Vanderbilt University. There will also be cultural opportunities built into the course for students to participate in. Students would be responsible for transportation to/from Gallup. Liz is working on funding to house and feed the students while there. Liz encourages PCs to think about how the field school might best work with their program and their student needs.
- A spring 2009 field school prep course (CH 508, 3 credits) has been proposed and is pending approval. Both undergraduates (junior and above with 3.0 GPA) and graduate students may enroll. Taking the course doesn't obligate them to go to field school, but will give them information about issues/options. The curriculum will have a broad focus on health disparities and other community issues facing Gallup and the surrounding Navajo Nation. This field school will be run in partnership with Vanderbilt and James Cook University in Australia. Beginning in summer 2010, Liz and colleagues are planning to take students to Australia for an opportunity to look at how the Aboriginal and Native American experiences are similar and different. Students interested in the field school are strongly encouraged to take the spring course. Students must have the field school prep course in order to participate in the field school experience.
- Liz invites any faculty who thinks they have students who will participate to visit and see what goes on at field school. Liz highly recommends this opportunity for graduate students. Liz will be happy to visit classes or other program meetings.
- Ellen announced another class that Liz is proposing based on historical trauma – looking at populations and experiences they have had over multiple generations with mainstream culture and how those experiences have impacted their health, educational and economic status. The primary population focus will be Native American, with an opportunity for students to examine other populations.

9. Other Items

- Jamie put out a call for committee membership nominations. Contact Jamie by 5pm today if interested. Jamie will send information to Ellen for her to distribute to faculty.

Next Meeting 10/08/08 – Janice will find a different room. Criminal Justice is using 1290.

Upcoming Dates:

- October 10 (PM) and October 13 – Ellen out of office-vacation
- October 27 & 28 – Ellen out of office – site visit Auburn University
- November 1 – Annual Program Reviews due (ASLS, CH, CRJ, FND, HRS, HUSR)
- November 1 – Reappointment Recommendations for tenure-track faculty in 2nd year of employment due to dean.
- November 5 – All-school meeting